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DD/A Registry

82-0051/39

8 October 1982

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 8 October 1982

1. Progress reports on tasks assigned by DCI/DDCI:

None.

2. Items/events of major interest:

a. A briefcase/package inspection was conducted at Headquarters on 29 September; there were five incidents of possible unauthorized removal of classified material which require further investigation.

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d. Personnel from the Offices of Finance and Data Processing expended extraordinary efforts to meet the certification deadline for FY-82. Through these efforts, the entire General Accounting System was closed, balanced for the fiscal year, and ready for FY-83 "business" on 4 October.

e. The review of approximately 89 cubic feet of OSS material (24 cubic feet of which were index cards) was completed during the month of September by the OSS Records Review Team, Office of Information Services. The team was disbanded on 30 September when the funding for the project terminated--the team's work was completed for the most part; the remaining work to be done will be handled by staff employees as time permits.

f. On 28 September, Messrs. Larry G. Kettlewell and Robert L. Butterworth, staff members of the Senate Select Committee, visited [redacted] for briefings on [redacted] activities.

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3. Significant activities anticipated during the coming week:

a. The SAFE Monthly Management Review meeting will be held at Headquarters on 15 October.

b. The Deputy Director for Administration (DDA) will address an Office of Training and Education conference [] on 13 October.

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e. There are 27 conferences/courses scheduled to be conducted [] during the month of October with a total projected enrollment of 651 persons (for the month of October 1981, 22 conferences/courses were conducted with a total of 497 persons).

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James H. McDonald

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EO/DDA [] :cn (8 October 1982)

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